

~~SECRET~~

~~EYES ONLY~~

~~CONFIDENTIAL~~

MINUTES

MEDICAL STAFF CAREER SERVICE BOARD MEETING
Wednesday, 3 August 1960

Present: C/MS - Chairman Dr. Tietjen
DC/MS - Voting Member
C/OD - Voting Member
C/PS - Voting Member
C/CD - Voting Member
C/SD - Executive Secretary
Secretary to DC/MS - Recording Secretary

25X1A9a

1. Minutes of Previous Meeting

The following corrections are to be made in the Minutes of the Medical Staff Career Service Board Meeting of 6 July 1960:

25X1A9a

a. The Executive Secretary requested that a correction be made in Paragraph 10a. [REDACTED] GS-7, Medical Technician, is not going to be transferred to DPD, as indicated.

25X1A9a

b. Paragraph 6c, regarding [REDACTED] GS-9, Medical Technician, (Sup), should be corrected to reflect that C/SD's recommendation was that further consideration of this matter be deferred until Mr. [REDACTED] reports to Headquarters.

25X1A9a

2. Review of Fitness Reports

The Executive Secretary cited the Fitness Reports on the following personnel as calling for special note:

25X1A9a

[REDACTED] GS-9, Medical Technician
[REDACTED] GS-7, Medical Technician
[REDACTED] GS-7, Secretary-Stenographer
[REDACTED] GS-7, Supply Assistant

Fitness Reports on the following personnel, as well as those listed above, are available for the review of the Board Members:

[REDACTED] GS-8, Medical Technician (Sup)
[REDACTED] GS-8, Medical Technician
[REDACTED] GS-5, Clerk-Typist

25X1A9a

3. Review of Training Evaluation Reports

C/OD reviewed Training Evaluation Reports on the following personnel:

[REDACTED] GS-11, Administrative Officer, for his completion of the Writing Workshop Course.

25X1A9a

Approved: [REDACTED] 3/03 : CIA-RDP78-06180A000200050003-8

~~SECRET~~

~~EYES ONLY~~

~~CONFIDENTIAL~~

DOC	3	REV DATE	20 APR 1961	BY	029725
ORIG COMP	1	CPI	39	TYPE	C
ORIG CLASS	5	PAGES	3	REV CLASS	C
JUST	22	NEXT REV	2011	AUTH	HR 10-2

~~SECRET~~
~~EYES ONLY~~

4. Periodic Step Increases

~~CONFIDENTIAL~~

The following personnel will receive Periodic Step Increases in the near future:

25X1A9a

[REDACTED], Administrative Officer
GS-8, Medical Technician (Sup)
Secretary-Stenographer
GS-4, Clerk-Typist

5. Assignments

a. Medical Technician, GS-9, Immunization Branch, Clinical Division.

25X1A9a

[REDACTED] GS-6, has been assigned to this position, previously occupied by [REDACTED]

25X1A9a

b. Medical Service Officer, GS-11, Operations Division.

25X1A9a
25X1A9a

[REDACTED] GS-10, has been assigned to this position in anticipation that [REDACTED] will be assigned overseas.

25X1A9a

c. Medical Service Officer (Registrar), GS-12, Support Division.

25X1A9a

[REDACTED] GS-11, has been assigned to this position previously occupied by [REDACTED]

25X1A9a

d. Medical Service Officer, Personnel Officer, GS-11, Support Division.

25X1A9a

[REDACTED] Jr., GS-11, has been assigned to this position. Mr. [REDACTED] will arrive 29 August 1960. Mr. [REDACTED] previously occupied this position.

25X1A9a
25X1A9a

6. Promotions

25X1A9a

25X1A9a

25X1A9a

a. [REDACTED] GS-10, Medical Technician. The Executive Secretary reviewed a recommendation from Chief of Station, [REDACTED] for the promotion of Mr. [REDACTED] to GS-11. At the last Competitive Evaluation of GS-10 personnel, Mr. [REDACTED] was ranked equally with another person for No. 1 on the list; since that time, the other person has been promoted. Executive Secretary brought out that Mr. [REDACTED] has been in Grade GS-10 for four years and has been with the Agency for 10½ years. In view of this, the Executive Secretary recommended approval of the promotion; the Members concurred.

25X1A6a
25X1A9a

25X1A9a

25X1A9a
25X1A9a

25X1A9a

25X1A9a

b. [REDACTED] GS-9, Medical Technician. The Executive Secretary reviewed a recommendation from Dr. [REDACTED] for the promotion of Mr. [REDACTED] to GS-10. At the recent Competitive Evaluation of GS-9 personnel, Mr. [REDACTED] was ranked No. 1. He was also ranked No. 1 in the previous Competitive Evaluation of GS-9 personnel. Mr. [REDACTED] will be replacing [REDACTED], in [REDACTED]. All the Members concurred with the recommendation that Mr. [REDACTED] be promoted.

25X1A9a
25X1A9a
25X1A6a

7. Request for Extension

The Executive Secretary advised that two requests for extension of 25X1A9a tours of duty overseas have been approved. Dr. [REDACTED], [REDACTED], 25X1A6a

~~CONFIDENTIAL~~

~~EYES ONLY~~

~~SECRET~~
~~CONFIDENTIAL~~

25X1A6a [REDACTED] will be extended from June 1961 to March 1962, and Medical Technician, [REDACTED] will be extended from October 1960 to April 1961. 25X1A9a

8. Miscellaneous

25X1A a. The Executive Secretary reviewed a letter of appreciation from [REDACTED], Chief, FI Staff, [REDACTED] for Dr. [REDACTED] and Mr. [REDACTED] 25X1A9a
25X1A9a [REDACTED] work with his Division.

25X1A9a b. The Executive Secretary read two memoranda of appreciation of the work done by [REDACTED] these were from TSD and the [REDACTED] 25X1A

MS/efg

Distribution:

Orig - C/MS

1 - DC/MS

1 - C/OD

1 - C/PS

1 - C/CD

1 - C/SD

~~CONFIDENTIAL~~